

76 01700

# into Regional Area Planning Commission



300, 1225 8th St. Sacramento, California 95814  
(916) 447-9171

## COMMISSIONERS

December 23, 1975

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(Chairperson)  
Councilwoman, City of  
Sacramento

George McFeely  
(Vice Chairperson)  
Supervisor  
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Mayor, City of  
Galt

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Joseph E. (Ted) Sheedy  
Supervisor  
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Russ Waltrip  
Councilman, City of  
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James A. Barnes  
(Executive Director)

## JURISDICTIONS

City of Roseville  
Sacramento County  
City of Sacramento  
City of Folsom  
City of Galt  
City of Isleton  
Sutter County  
City of Live Oak  
City of Yuba City  
Yolo County  
City of Davis  
City of Winters  
City of Woodland  
Yuba County  
City of Marysville  
City of Wheatland

Institute of Governmental Studies  
University of California  
Berkeley, California 94720

*Civil Service Classif.  
Sacto area  
Job analysis Civil employees*

RE: Request for Consultant Proposals for Classification Study

The Sacramento Regional Area Planning Commission (SRAPC) is interested in receiving a proposal from your firm to undertake a comprehensive analysis of seventy-seven (77) positions within twenty-eight (28) classifications and an analysis of the organizational structure of our agency. The Commission has several CETA and student intern positions which are not part of this study.

As a matter of history, Cooperative Personnel Services conducted a comprehensive classification and salary study of this agency in July of 1972. In November of 1974 CPS did a limited classification and salary survey of several positions resulting in new job specifications for Research Technician I, Drafting Technician I and Drafting Technician II. In September of 1975 the firm of William Hamilton and Associates completed a review of seven positions resulting in three reclassifications, two new job specifications i.e. Information Specialist and Secretary, and one special salary adjustment for Typist-Clerk/Power Keyboard.

Items which should be considered in this classification study include: 1) an evaluation of all job specifications; 2) modifications of employment standards; 3) should new classes be established or existing classes restructured; 4) a review of adequate career ladders throughout the agency; 5) review organizational functions and their location (i.e. library and graphics); and 6) whether a central stenographic pool should be organized or maintain our present system.

Enclosed for your information is the most recent staff organization chart for 1975/76 and twenty-eight (28) job specifications for position classes to be reviewed.

76 01700

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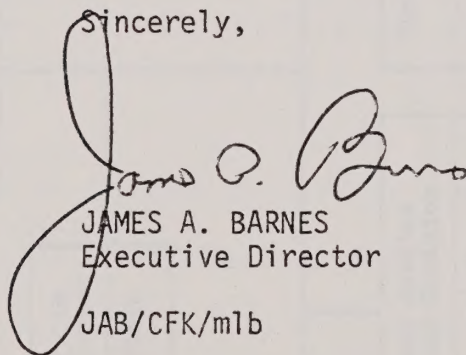


Please let us know if your firm would be interested in undertaking this classification study.

We will be accepting Consultant's proposals until January 14, 1976, at which time those individuals and/or firms considered to be the most suited for conducting this study will be selected and contacted in order to discuss their qualifications in further depth with the Commission's Budget Committee in late January. We expect that a contract can be prepared for work to commence not later than February 1, 1976, to be completed by April 1, 1976. The expression of interest should specifically include the following items: 1) capabilities of your firm; 2) your affirmative action policy and program; 3) your intended approach to the project; 4) estimated cost for completion of work; and 5) ability to meet time frame. Please submit five (5) copies of your proposal.

If you have any questions please contact Mr. Carl F. Kuhn, Director of Administration.

Sincerely,

A handwritten signature in dark ink, appearing to read "James A. Barnes". The signature is stylized with a large, looping initial "J" and a long, sweeping underline that extends to the left.

JAMES A. BARNES  
Executive Director

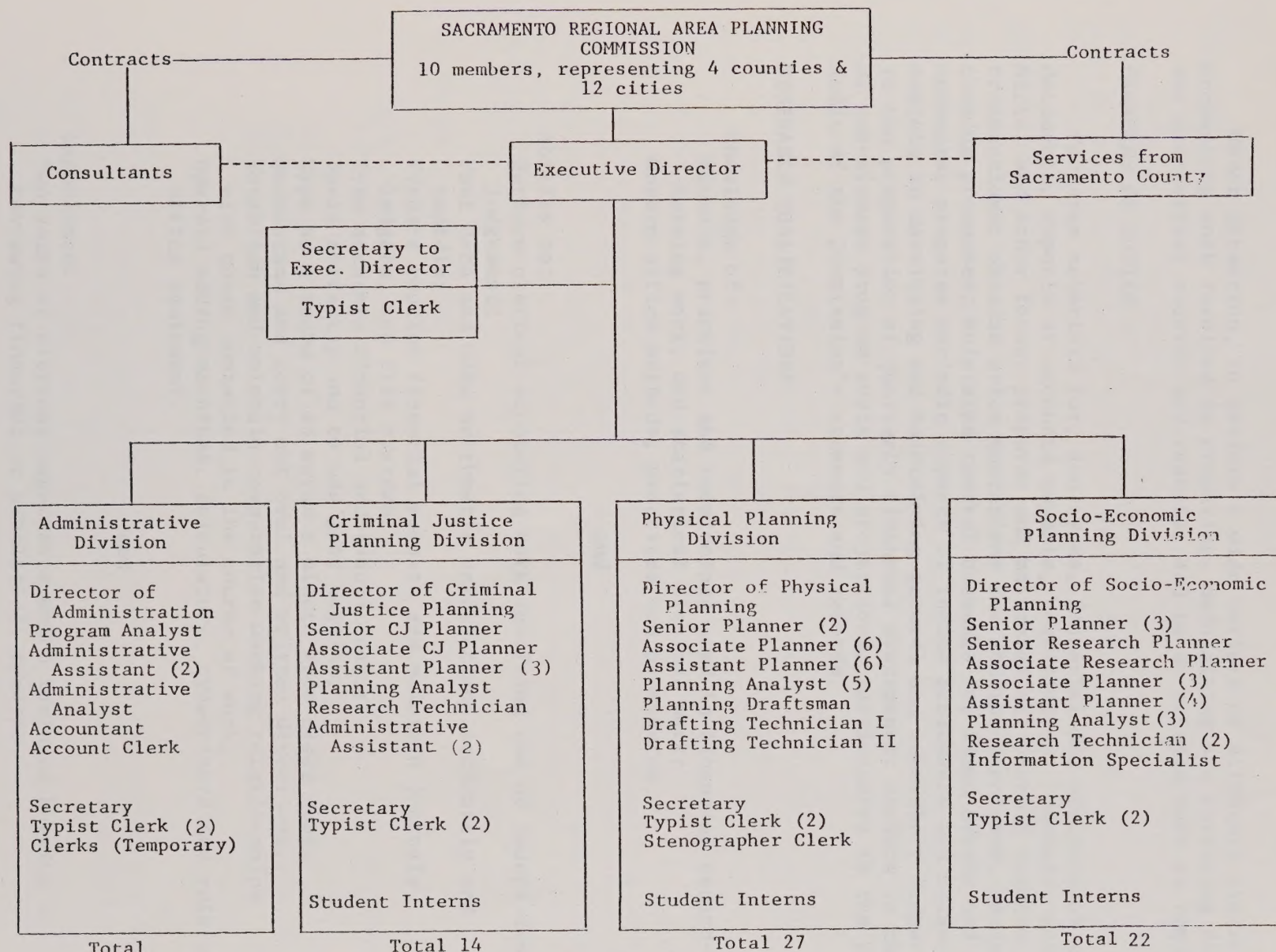
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Enclosures



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# STAFF ORGANIZATION 1975/76



AS APPROVED BY SRAPC 6/19/75

Revised: October 1, 1975

December 18, 1975



Section 1: Introduction  
This section provides an overview of the project's objectives and scope. It outlines the key goals and the areas of focus for the study.

Section 2: Literature Review  
This section reviews existing research and literature related to the project. It identifies key findings, gaps in knowledge, and the theoretical framework that informs the study.

Section 3: Methodology  
This section describes the research methods and procedures used in the study. It details the data collection techniques, sampling methods, and the analytical approaches employed.

Section 4: Results  
This section presents the findings of the study. It includes a detailed analysis of the data, highlighting the key results and their implications for the research objectives.



## ACCOUNT CLERK

### DEFINITION

Under direction, to perform a wide variety of difficult clerical accounting work involved in preparing, maintaining and reviewing financial and statistical records and reports; and to do related work as required.

### EXAMPLES OF DUTIES

Prepares materials for, and types, financial and statistical statements, documents, reports or accounts payable, requisitions, vouchers, purchase orders, bills, and other forms; prepares and maintains all payroll records and reports transactions; obtains price quotations for routine purchases, monitors purchasing processes; maintains central accounts for fixed assets and inventory accounts; prepares periodic reports of income statements and balance sheets; assists in developing and maintaining general and subsidiary ledgers; assists in the preparation of quarterly financial statements; assists in the analysis of sub-element program costs and projections; participates in the review and audit of the Commission's accounts and records.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Methods, practices and terminology used in financial record-keeping work, and statistical clerical work;  
Modern office methods, practices and procedures.

and

#### Ability to:

Perform clerical accounting work involving use of independent judgement;  
Post data and make arithmetic calculations accurately and rapidly;  
Prepare routine financial reports and maintain journals, ledgers, and file systems;  
Type accurate financial and tabular data;  
Spell correctly and to use good English;  
Type at a speed of 45 words a minute from clear copy;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative working relationships with those contacted in the course of work;  
Operate adding machines, calculators, typewriters and related office equipment.

and

#### Experience:

Two years of clerical experience which included keeping or reviewing financial or statistical records.

and

#### Education:

Graduation from High School, including or supplemented by course work in bookkeeping, operation of office machines and related business courses.

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Sacramento Regional Area  
Planning Commission

ACCOUNTANT

DEFINITION

Under general direction, performs responsible, professional accounting functions for the Commission, maintains detailed program income and expenditure records; prepares financial reports and statements; and to do related work as required.

EXAMPLES OF DUTIES

Participates in day-to-day accounting and bookkeeping operations such as setting up and maintaining accounting books, classifying accounting transactions; posting, journalizing, taking trail balance, closing, end of period adjustments, and reconciling statements; assists in the preparation of reports required by grantors such as quarterly financial statements and project completion reports; prepares accounting reports and schedules requiring a thorough understanding of the account structure and the relationship of data contained in the reports to the needs of management; prepares monthly adjusting journal entires which require classifying and allocating inter-project charges and credits; devises monthly indirect labor and overhead cost schedules, semi-monthly labor "work element" analysis, and monthly internal expenditure reports for various reports; monitors the cash flow of the organization and prepares requisitions for funds to grantors and requisitions to replenish working capital fund and to prepare disbursements for payment to third party contractors; studies, develops, recommends and installs modifications to the accounting system; serves as liaison with other governmental agencies concerning accounting matters and assists outside auditors in their review and audit of the organization's accounts and records; prepares monthly payroll splits for posting; auditing of invoices; and purchase order processing; may exercise lead responsibility over Account Clerk position.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Pertinent laws, rules and regulations pertaining to the Commission's financial record-keeping activities;
- Governmental accounting and budgetary record-keeping;
- Accounting principles and practices;
- Office methods, practices, and procedures.

and

Ability to:

- Perform difficult and complex statistical and record-keeping work involving the use of considerable independent judgment and requiring speed and accuracy;
- Analyze situations accurately and adopt effective courses of action;
- Prepare clear and concise financial and statistical statement and reports;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

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Experience:

Four years professional accounting experience one of which preferably has been with a public agency which involved substantial grant accounting.

and

Education:

Equivalent to completion of the twelfth grade supplemented by courses in accounting or financial record keeping.





## ADMINISTRATIVE ANALYST

### DEFINITION

Under general supervision, to perform beginning level professional administrative duties; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the entry level in the administrative series. Work assigned to incumbents is typically reviewed during work process and upon completion. Work is performed with less supervision with increased experience. As incumbents develop the ability to perform a wide variety of professional administrative tasks, they may normally expect to promote to the class of Administrative Assistant.

### EXAMPLES OF DUTIES

Performs a wide variety of administrative work of a general and routine nature. Assists in the overall work program of the Administrative Division by compiling data related to budget preparation, management studies, and grant reporting requirements; doing research for news releases, brochures, newsletters, and articles; keeping records and preparing correspondence related to grant and environmental impact review, and the fiscal management of Commission programs.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

General principles of public administration, budgeting  
and public information;  
Modern office methods, practices and procedures.

and

#### Ability to:

Do research and compile information;  
Speak and write effectively;  
Establish and maintain cooperative relationships with those  
contacted in the course of work.

and

Experience: None required.

Education: Equivalent to graduation from college with major work in public or business administration, government, social science, or related field.





Sacramento Regional Area  
Planning Commission

ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, to conduct, analyze and make recommendations on a variety of accounting, budgetary, purchasing, personnel and public information activities; and to do related work as required.

EXAMPLES OF DUTIES

Assists in evaluation and development of work procedures and systems, preparing recommendations on operating problems; assists in preparing budgets by compiling data, reviewing requests and grant applications, coordinating budget preparation activities, and making recommendations regarding budgetary decisions and problems; estimates revenues and expenditures; analyzes, revises, and develops clerical procedures and forms; analyzes costs and reviews, revises and develops accounting systems; reviews purchase requests; may contact and meet with vendors; assists in recruiting and selecting personnel; supervises personnel transactions and record keeping; makes recommendations regarding personnel management problems and interprets personnel rules and policies; assists in review of Federal grant proposals, and in assisting member jurisdictions in the grant application process; prepares and distributes news releases to television, radio, newspapers, and other media; provides information to the general public regarding Commission policy and plans; prepares, edits, and distributes a variety of publications including newsletters, brochures, and articles; prepares legislative analyses; makes arrangements for special meetings, conferences and workshops; represents the Association before interested groups and individuals.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of accounting, budgeting, purchasing, public information and personnel management;  
Modern office methods, practices and procedures.

and

Ability to:

Conduct, analyze and make recommendations on a variety of administrative activities;  
Speak and write effectively;  
Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience:

One year of experience in conducting, analyzing and making recommendations on a variety of fiscal and management activities.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

PROGRAM ANALYST

DEFINITION

Under direction, to manage, monitor and coordinate the Commission's various projects; to provide staff assistance to the Section Directors in the administration of various programs; to analyze and recommend solutions to a wide variety of complex administrative problems; and to do related work as required.

EXAMPLES OF DUTIES

Monitors, and evaluates the progress of each program sub-element with respect to accomplishing work activities and achieving goals through the use of appropriate charting techniques; provide periodic reports to Section Directors on status of projects; assists in the assembling of applications for project grant assistance; identifies alternative programs and related budget implications; prepares reports and other materials periodically; performs administrative follow-up on contracts and agreements, and state and federal mandated auditing and accounting requirements to assure compliance and timeliness of actions; advises Section Directors on organization, procedures and related administrative problems.

DESIRABLE QUALIFICATIONS

Knowledge of:

- State and local governmental organizations and functions;
- Social and economic considerations in regional planning;
- State and federal programs pertaining to regional budgeting and public administration.

and

Ability to:

- Plan and coordinate a variety of funded projects;
- Analyze situations accurately and adopt effective courses of action;
- Speak and write effectively;
- Meet and deal effectively with a variety of committees, government officials, and other individuals, groups and agencies contacted in the course of work.

and

Experience:

- Two years of increasingly responsible experience in program monitoring and performance of technical administrative, management or budget analysis duties.

and

Education:

- Equivalent to graduation from an accredited college or university with major work in public administration, business administration, finance, statistical analysis, or a closely related field. A Master's Degree in one of the above fields may be substituted for one year of experience.





Sacramento Regional Area  
Planning Commission

TYPIST CLERK

DEFINITION

Under general supervision, to perform varied and moderately difficult clerical work; and to do related work as required.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work including typing of a variety of materials from rough draft copy, marginal notes, or verbal instructions, or including letters, minutes of meetings, memoranda, reports, proposals, requisitions, meeting agendas and notices, and various charts and statistical data; composes routine correspondence in accordance with standard policies and procedures; refers callers to the proper staff member; screens telephone calls, arranges for appointments, and maintains appointment calendars; coordinates work with other sections; orders office supplies and materials, makes preliminary arrangements for committee meetings, notifies participants, and gathers and prepares required materials; maintains a variety of files and records; assists in developing or changing office procedures to meet new or changing requirements; may operate adding, calculating, copying and other office machines.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures.

and

Ability to:

Perform clerical work involving use of independent judgment and requiring accuracy and speed;

Spell correctly and to use good English;

Make arithmetical computations;

Type at a speed of 45 words a minute from clear copy;

Understand and carry out oral and written instructions;

Deal courteously and effectively with the general public.

and

Experience:

One year of experience in typing and general clerical work.

and

Education:

Equivalent to completion of the twelfth grade.





Sacramento Regional Area  
Planning Commission

STENOGRAPHER CLERK

DEFINITION

Under general supervision, to perform varied and moderately difficult clerical work involving stenographic and typing duties; and to do related work as required.

EXAMPLES OF DUTIES

Performs a wide variety of clerical work including taking and transcribing dictation of correspondence, reports and other material; takes minutes of meetings and proceedings on a regular or backup basis; types material from rough draft copy, marginal notes or verbal instructions, including letters, minutes of meetings, memoranda, reports, proposals, requisitions, meeting agendas and notices, and various charts and statistical data; composes routine correspondence in accordance with standard policies and procedures; refers callers to the proper staff member; answers requests for information; screens telephone calls, arranges for appointments, and maintains appointment calendars; coordinates work with other sections; orders office supplies and materials; makes preliminary arrangements for committee meetings, notifies participants, and gathers and prepares required materials; maintains a variety of files and records; assists in developing or changing office procedures to meet new or changing requirements; may operate adding, calculating, copying, and other office machines.

DESIRED QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures.

and

Ability to:

Perform clerical work involving use of independent judgment and requiring accuracy and speed;

Spell correctly and to use good English;

Make arithmetical computations;

Take dictation at a speed of 90 words a minute and transcribe it accurately;

Type at a speed of 45 words a minute from clear copy;

Understand and carry out oral and written instructions;

Deal courteously and effectively with the general public.

and

Experience:

One year of experience in typing and general clerical work.

and

Education:

Equivalent to completion of the twelfth grade.



## Secretary

### DEFINITION

Under supervision, supervises a small staff of clerical personnel and/or to perform varied and difficult stenographic clerical and typing work requiring the exercise of considerable judgment and initiative; and does other related duties.

### EXAMPLES OF DUTIES

Independently answers correspondence that does not involve policy; takes oral dictation and transcribes it on a typewriter; types orders, reports, memoranda, records, documents, briefs, and statistical data requiring the use of considerable judgment and initiative; maintains files of correspondence, records and other material and documents; interviews visitors, gives out information on a variety of problems and refers visitors to proper officials; receives complaints and takes steps to see that they are adjusted; exercises discretion in arranging appointments and itinerary for officials; opens mail and prepares reports involving statistical data; maintains control files of matters in progress and expedites their completion; prepares reports by searching for, assembling, and summarizing information and data; trains, supervises and assigns work to a small staff of clerical employees.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Modern office methods and procedures;  
Business letter writing, English, grammar, punctuation and spelling.

and

#### Ability to:

Take dictation at a rate of 110 words per minute;  
Type at a rate of 55 words per minute from clear copy;  
Independently perform varied and complex clerical and secretarial work;  
Analyze situations accurately and adopt effective courses of action;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative relationships with those contacted in the course of work.

and

#### Experience:

Three years of varied clerical and secretarial experience.

and

#### Education:

Equivalent to completion of the twelfth grade.





Sacramento Regional Area  
Planning Commission

SECRETARY TO THE EXECUTIVE DIRECTOR

DEFINITION

Under direction, to serve as secretary to the Executive Director; to perform a wide variety of difficult and responsible secretarial work; and to do related work as required.

EXAMPLES OF DUTIES

Takes and transcribes dictation; independently composes correspondence regarding routine matters; takes minutes of the meetings of the Commission and advisory bodies; answers varied inquiries and explains policies and procedures; screens telephone calls, sets up appointments, and maintains the Executive Director's appointment calendar; coordinates the work of other members of the clerical staff and insures that deadlines and other requirements are met; directs the preparation and mailing of meeting notices and materials to committee members and other interested parties; personally contacts Commissioners to insure a quorum for meetings, gathers and assembles data relevant to a given meeting for Director; reserves rooms and facilities and makes travel arrangements for conferences, meetings, and other events; revises and establishes office procedures to meet new or changing requirements; posts records of vacation and sick leave; assists in preparation and maintenance of other personnel records; assists the Executive Director with a variety of other administrative detail; and trains, supervises and assigns work to a small staff of clerical employees.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods and procedures;  
Business English, letter writing, grammar, punctuation and spelling;  
Functions and purposes of a variety of governmental agencies.

and

Ability to:

Take dictation at a rate of 110 words per minute;  
Type at a rate of 55 words per minute from clear copy;  
Plan and direct the work of others;  
Analyze situations accurately and adopt effective courses of action;  
Understand and carry out oral and written directions;  
Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience:

Four years of increasingly responsible clerical and secretarial experience.

and

Education:

Equivalent to completion of the twelfth grade, preferably supplemented





## DIRECTOR OF ADMINISTRATION

### DEFINITION

Under general direction, to plan and direct the Commission's central accounting, budgeting, public information, personnel management, and purchasing activities; to serve as the Commission's Affirmative Action Coordinator; to assist the Executive Director in a variety of administrative tasks including coordination of Division activities; and to do related work as required.

### EXAMPLE OF DUTIES

Reviews, evaluates, and develops work procedures, systems and standards, and makes recommendations on operating problems; supervises and reviews financial record-keeping activities; directs the preparation of financial statements and reports; interprets and applies accounting rules and regulations and directs the development of accounting systems; prepares financial analyses and develops income and expenditure projections; coordinates the preparation of the annual budget; coordinates budget control, revisions and fund transfers; develops and implements a system for public information and citizen participation; coordinates review of all Federal grant proposals initiated within the region; monitors contracts with Federal and State agencies; prepares fiscal portions of grant applications; investigates funding sources; supervises the purchase and receipt of supplies; directs the development and maintenance of personnel program including selection, classification, salary and transactions systems; serves as Affirmative Action Coordinator and assists in administration of the Affirmative Action Plan; participates in meet and confer sessions as a member of the management team; assists member agencies in the identification of, and application for, sources of funds for local projects; monitors legislative activity; represents the Commission before various groups; assists the Executive Director in coordinating work assignments and relieves him of a variety of administrative tasks.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Modern methods and procedures related to accounting, budgeting, purchasing, public information, and personnel management;

- Principles of governmental budgeting and finance;

- Principles of supervision, training, public administration and organization and management.

#### Ability to:

- Plan and direct accounting, budgeting, purchasing, public information, and personnel management activities;



DIRECTOR OF ADMINISTRATION

page 2

Analyze situations accurately and determine effective courses of action;  
Speak and write effectively;  
Establish and maintain cooperative relationships with those contacted in the course of work.

Experience:

Three years of increasingly responsible experience in public administration involving broad exposure to governmental accounting, budgeting, purchasing, public information, and personnel management.

Education:

Equivalent to graduation from an accredited college or university with major work in accounting, finance, business or public administration, or a related field.





DIRECTOR OF CRIMINAL JUSTICE PLANNING

DEFINITION

Under general direction, to plan and direct the regional criminal justice planning program; and to do related work as required.

EXAMPLES OF DUTIES

Plans and directs the criminal justice planning program; directs and participates in the review of grant applications, determining the extent to which proposals meet appropriate criteria; develops goals, policies, and standards with regard to criminal justice planning; organizes and directs the provision of staff services to the Regional Criminal Justice Advisory Board and related committees; directs the preparation of a regional comprehensive criminal justice plan and supporting studies, surveys and reports; identifies criminal justice problems and guides the development of solutions; assists agencies in the preparation of grant applications; directs and participates in monitoring and evaluation of grant projects within the region; serves as consultant to local and State agencies; maintains liaison with local agencies, groups, and individuals involved in, affected by, or contributing to criminal justice programs; plans, assigns, directs and reviews the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of criminal justice planning;  
Modern theories, concepts, principles, and practices of the law enforcement, corrections, and judicial systems;  
Social services and other community resources available to alleviate criminal justice problems;  
Laws, rules, and regulations pertaining to criminal justice;  
Principles and techniques of supervision, training and budgeting.

and

Ability to:

Plan and direct a comprehensive criminal justice planning and grant review program;  
Perceive criminal justice problems and direct assigned staff in the development of appropriate alternatives and solutions;  
Speak and write effectively;  
Establish and maintain cooperative relationships with those contacted in the course of work including councils of government, governmental officials, and law enforcement and related agencies.

and

Experience:

Two years of experience in a position equivalent to Associate Criminal Justice Planner.

and

Education:

Equivalent to graduation from college



DIRECTOR OF PHYSICAL PLANNING

DEFINITION

Under general direction, to plan and direct the regional physical planning program; and to do related work as required.

EXAMPLES OF DUTIES

Plans and directs the physical planning program; directs and participates in the review of grant applications, determining the extent to which proposals meet appropriate criteria; develops goals, policies and standards with regard to transportation, land use, environmental factors, and other aspects of physical planning; formulates projects, prepares task descriptions, and establishes completion schedules; estimates manpower and budgetary needs for projects; directs the provision of staff services to policy, technical and citizens' committees; coordinates plans and programs with various levels of government; maintains liaison with local agencies, groups and individuals involved in, affected by, or contributing to physical planning programs; plans, assigns, directs and review the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and techniques of physical planning;
- Legal requirements related to regional planning;
- Current trends in Federal, State, and local planning;
- Local geography and resources as they relate to physical planning;
- Organization and functions of the various levels of government involved in regional planning;
- Principles and techniques of supervision, training, and budgeting.

and

Ability to:

- Plan and direct the physical planning and grant review program;
- Analyze situations accurately and adopt effective courses of action;
- Speak and write effectively;
- Establish and maintain cooperative relationships with those contacted in the course of work including councils of government, governmental officials, and other groups and individuals.

and

Experience:

- Two years of experience in a position equivalent to Associate Physical Planner.

and

Education:

- Equivalent to graduation from college.





Sacramento Regional Area  
Planning Commission

DIRECTOR OF SOCIO-ECONOMIC PLANNING

DEFINITION

Under general direction, to plan and direct the regional socio-economic planning program; and to do related work as required.

EXAMPLES OF DUTIES

Plans and directs the socio-economic planning program; directs and participates in the review of grant applications, determining the extent to which proposals meet appropriate criteria; develops goals, policies, and standards with regard to socio-economic planning; directs the development of comprehensive housing plans and programs; assists in coordination of the efforts of local human resources agencies; directs the creation and maintenance of a regional information system; participates in program development, scheduling, and budgeting; guides development of the Commission's research capability; maintains liaison with local agencies, groups, and individuals involved in, affected by, or contributing to socio-economic planning programs; plans, assigns, directs and reviews the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and techniques of socio-economic planning;
- Social and economic aspects of planning;
- Legal requirements related to regional planning;
- Current trends in Federal, State, and local planning;
- Social services and other community resources available to residents of the region;
- Organization and functions of the various levels of government involved in regional planning;
- Principles and techniques of supervision, training, and budgeting.

and

Ability to:

- Plan and direct the socio-economic planning and grant review program;
- Analyze situations accurately and adopt effective course of action;
- Speak and write effectively;
- Establish and maintain cooperative relationships with those contacted in the course of work including councils of government, governmental officials, and other groups and individuals.

and

Experience:

- Two years of experience in a position equivalent to Associate Socio-Economic Planner.

and

Education:

- Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

EXECUTIVE DIRECTOR

DEFINITION

Under administrative direction, to plan and direct the Commission's regional planning program; and to do related work as required.

EXAMPLES OF DUTIES

Plans, organizes, directs and supervises the planning activities of the Commission's staff, coordinates physical, socio-economic, and criminal justice planning programs; directs planning, research, and review of applications for funds from agencies within the region; proposes goals and policies for Commission review; identifies planning problems and develops and implements programs for solution on a regional basis; reviews work elements with section directors and makes difficult decisions on subjects involving Commission policy; maintains liaison with agencies, groups and individuals affected by, involved with, or contributing to the planning program; represents the Commission before various governing boards, presenting and discussing planning proposals, problems, and issues; meets with concerned community groups and individuals regarding regional planning; projects planning program needs and work plans and prepares the program budget; reviews and revises organization and work assignments to meet new and changing needs; implements and directs staff development programs for planning personnel; coordinates regional planning activities with other levels of government, including Federal, State, and local; recruits and selects planning personnel; plans, assigns, directs and reviews the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles of administration, including personnel, budgeting, training, and department organization;  
Principles and procedures of physical socio-economic and criminal justice planning;  
Techniques used in the development of regional plans;  
Federal, State, and local laws, rules, and regulations relating to planning activities;  
Various sources of funds available for planning projects.

and

Ability to:

Plan, organize and direct a comprehensive regional planning program;  
Collect and analyze data, and develop and administer plans and policies.





## PLANNING ANALYST

### DEFINITION

Under general supervision, to perform beginning level professional planning duties; and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

This class is the entry level in the planning series. Work assigned to incumbents is typically reviewed during work process and upon completion. Work is performed with less supervision with increased experience. As incumbents develop the ability to perform a wide variety of professional planning tasks, they may normally expect to promote to the class of Assistant Planner.

### EXAMPLES OF DUTIES

Gathers a variety of information and data for the preparation of planning reports and studies; performs specific office and field assignments in connection with planning and development within the region; compiles statistics and engages in research preparatory to various phases of planning projects; develops maps, charts, and graphs used in planning studies and reports; assists in compiling, arranging, analyzing, and interpreting data; assists in making comparative studies of land use, population structure, economic activities, housing, transportation, criminal justice, environmental factors and related subjects; researches, investigates, and surveys available sources for information used in planning studies and related projects; answers inquiries and assists the public in matters relating to the functions of the Commission.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- General principles and techniques of research and statistical analysis as applied to government planning;
- Generally accepted theories, concepts, and techniques of planning.

and

#### Ability to:

- Gather, compile, and analyze technical and statistical data;
- Analyze situations accurately and adopt effective courses of action;
- Learn applicable laws and regulations;



Planning Analyst - 2

Speak and write effectively;  
Establish and maintain cooperative relationships with those  
contacted in the course of work.

and

Either I

Experience: None required.

and

Education: Equivalent to graduation from college with major work  
in planning, economics, public administration, or a related  
field.

and

Or II

Any combination of working experience in planning, statistical  
research and analysis, criminal justice systems or a related  
field and/or college level education equivalent to four years.





Sacramento Regional Area  
Planning Commission

DRAFTSMAN/PLANNER

DEFINITION

Under direction, to design and produce a wide variety of graphic and drafting work; to perform professional planning tasks; and to do related work as required.

EXAMPLES OF DUTIES

Works with planners in developing ideas, producing graphic material in support of planning projects; designs preliminary layouts, acquires cost estimates and establishes schedules for production of maps, reports, brochures, pamphlets, charts, posters and displays; drafts maps to exhibit information from statistical data, legal descriptions, and field surveys; produces a variety of sketches, illustrations, and camera ready art work; maintains a retrieval system for maps and graphic material; responds to requests for information from governmental agencies and other groups and individuals; assists in gathering and analyzing data, and in performing other professional planning tasks as assigned; supervises assigned subprofessional staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Materials and equipment used in drafting and graphic work;
- Techniques of interpreting statistical data with charts and graphs;
- Reproduction and printing processes and requirements;
- Methods and techniques of drawing, tracing, charting, mapping and diagramming;
- Planning principles and practices.

and

Ability to:

- Devise creative solutions to problems of graphic presentation;
- Design and produce finished art work;
- Effectively utilize a variety of media;
- Estimate reproduction costs;
- Work efficiently under pressure;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience:

Three years of varied drafting and graphics experience.

and

Education:

Completion of a two-year commercial art course or equivalent course work in a college art department.



Sacramento Regional Area  
Planning Commission

ASSISTANT PLANNER

DEFINITION

Under direction, to perform professional planning duties of moderate difficulty; and to do related work as required.

DISTRINGUISHING CHARACTERISTICS

This is the lower level journeyman class in professional planning series. Incumbents in this class perform a variety of professional planning tasks of moderate difficulty with a minimum of supervision. Duties require the equivalent of professional planning experience but do not require experience in a particular planning specialty.

EXAMPLE OF DUTIES

Assumes responsibility for moderately complex planning projects or significant portions of complex projects involving land use, population structure, economic activities, housing, transportation, criminal justice, environmental factors and related subjects; conducts basic research and field surveys for regional planning studies and obtains necessary information including maps, records, and bibliographies, analyzes and summarizes compiled data and presents them in the form of reports, tables, or statistical analyses; may represent the Commission or the Regional Criminal Justice Advisory Board before legislative and administrative bodies of member agencies and other interested groups; responds to information requests from local planning agencies, consulting firms, and other groups and individuals; assists in review of Federal-grant applications for planning projects to determine if proposals meet appropriate criteria; schedules and coordinates the review of grant applications.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern principles and practices of planning;
- Various legal requirements relating to planning;
- Trends in Federal, State, and local planning;
- Local geography and resources as they relate to regional planning;
- Organization and functions of Federal, State and local government agencies participating in regional planning.

and

Ability to:

- Gather and analyze technical and statistical data;
- Analyze situations accurately and adopt effective courses of action;
- Apply planning principles and techniques to specific situations;
- Speak and write effectively;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and



Experience:

One year of professional planning experience. (Possession of a Master's degree in planning, public administration, economics, or a closely related field may be substituted for the desired experience.)

and

Education:

Equivalent to graduation from college.





## ASSOCIATE RESEARCH PLANNER

### DEFINITION

Under direction, to plan and direct the establishment and maintenance of systems for information storage and retrieval; to design and perform statistical research studies; and to do related work as required.

### EXAMPLE OF DUTIES

Plans, directs and evaluates the operation of a regional system for gathering, storing, and updating information relevant to the planning process; plans and designs programs; directs and personally participates in the collection, organization, analysis, and projection of data regarding various aspects of the planning program; reviews reports and forecasts prepared by other planning and research agencies; initiates research studies and develops and implements new research methods and techniques; as necessary to fulfill information needs of current and anticipated projects; maintains liaison with agencies which are sources for or users of data; personally responds to complex requests for information requiring policy decisions; establishes policies for standardization of input from member agencies; represents the Commission before governmental agencies and interested groups and individuals; advises other members of the planning staff regarding research methods, data sources and analysis; assigns and reviews the work of assigned staff.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Planning principles and techniques;
- Social and economic aspects of planning;
- Research and data analysis methods and techniques;
- Modern data processing methods;
- Organization and functions of the various levels of government involved in the regional planning program.

and

#### Ability to:

- Establish and maintain a comprehensive planning information system;
- Analyze situations accurately and adopt effective courses of action;
- Speak and write effectively;
- Evaluate the need for planning research and study methods;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and



Experience: One year of professional planning experience beyond the trainee level, preferably in a position which provided experience with data processing systems.

and

Education: Equivalent to graduation from college, including or supplemented by college-level courses in data processing and statistical analysis.





Sacramento Regional Area  
Planning Commission

ASSOCIATE CRIMINAL JUSTICE PLANNER

DEFINITION

Under direction, to plan and conduct major criminal justice planning projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is one of the higher-level journeyman classes in the professional planning series. Incumbents assume full responsibility for major projects and may exercise lead supervision over one or more professional planners. Positions in this class are distinguished from those in the next lower class of Assistant Planner by the assignment of duties requiring previous experience in a particular phase of planning.

EXAMPLES OF DUTIES

Plans and personally participates in major criminal justice planning studies; prepares major portions of the regional comprehensive criminal justice plan; performs difficult planning and analysis work; assists in identifying problems within the law enforcement, court, and correction systems; plans and implements systems for monitoring and evaluating grant projects within the region; personally performs on-site monitoring and assists agencies in developing acceptable performance standards; provides assistance to local agencies in the development of grant proposals; reviews proposals making difficult determinations regarding the extent to which proposals meet established standards and criteria; responds to detailed or difficult requests for information from local agencies, consultants, and other groups and individuals; maintains liaison with agencies involved in or affected by planning studies and projects; may independently perform difficult research work, applying specialized research and analytical methods and techniques; may assume lead responsibility over one or more professional assistants.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern concepts, theories, principles, and practices within the criminal justice system;
- Principles and practices of criminal justice planning;
- Economic and social applications of criminal justice planning;
- Research and statistical analysis techniques;
- Organization and functions of the various levels of government involved in criminal justice planning projects;
- Current criminal justice trends and legislation.

and



Ability to:

- Assume independent responsibility for major portions of the criminal justice planning program;
- Identify criminal justice problems;
- Gather and analyze a variety of facts and information and develop logical proposals and recommendations;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to advisory committees, local officials, and other interested groups and individuals;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience: Either, One

One year of professional planning experience beyond the trainee level, including at least six months of experience in criminal justice planning,

Or, Two

Two years of professional experience in law enforcement, criminology, social or probation work or a closely related field.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

ASSOCIATE PHYSICAL PLANNER

DEFINITION

Under direction, to plan and conduct major physical or transportation planning projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is one of the higher-level journeyman classes in the professional planning series. Incumbents assume full responsibility for major projects and may exercise lead supervision over one or more professional planners. Positions in this class are distinguished from those in the next lower class of Assistant Planner by the assignment of duties requiring previous experience in a particular phase of planning.

EXAMPLES OF DUTIES

Plans and personally participates in major physical planning studies; gathers and evaluates data and makes recommendations in the conduct of complex studies relating to land use, transportation, population, environment and related areas of planning; may act as long-range planner for special districts; assists in the identification of areas requiring study and research; provides assistance to local agencies in the development of grant proposals; reviews proposals making difficult determinations regarding the extent to which proposals meet established standards and criteria; responds to detailed or difficult requests for information from local agencies, consultants, and other groups and individuals; maintains liaison with agencies involved in or affected by planning studies and projects; may independently perform difficult research work, applying specialized research and analytical methods and techniques; as assigned, may assume lead responsibility over one or more professional assistants.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of physical planning;
- Legal requirements relating to regional planning;
- Current trends in Federal, State, and local planning;
- Local geography and resources as they relate to regional planning;
- Organization and functions of the various agencies involved in regional planning.

and

Ability to:

- Assume independent responsibility for major physical planning projects;
- Perform difficult Federal-grant review work;
- Analyze situations accurately and adopt effective courses of action;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to councils of government, local officials, and other interested groups and individuals;
- Establish and maintain cooperative relationships with those contacted in the course of work.





Associate Physical Planner

Page 2

Experience:

One year of professional planning experience beyond the trainee level, including six months' experience in physical planning.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

ASSOCIATE SOCIO-ECONOMIC PLANNER

DEFINITION

Under direction, to plan and conduct major socio-economic planning projects; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is one of the higher-level journeyman classes in the professional planning series. Incumbents assume full responsibility for major projects and may exercise lead supervision over one or more professional planners. Positions in this class are distinguished from those in the next lower class of Assistant Planner by the assignment of duties requiring previous experience in a particular phase of planning.

EXAMPLES OF DUTIES

Plans and personally participates in major socio-economic planning studies; gathers and evaluates data and makes recommendations in the conduct of complex studies relating to housing, health, recreation, and related areas of planning; assists in the identification of areas requiring study and research; provides assistance to local agencies in the development of grant proposals; reviews proposals making difficult determinations regarding the extent to which proposals meet established standards and criteria; responds to detailed or difficult requests for information from local agencies, consultants, and other groups and individuals; maintains liaison with agencies involved in or affected by planning studies projects; may independently perform difficult research work, applying specialized research and analytical methods and techniques; as assigned, may assume lead responsibility over one or more professional assistants.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of socio-economic planning;
- Legal requirements relating to regional planning;
- Current trends in Federal, State and local planning;
- Local geography and resources as they relate to regional planning;
- Organization and functions of the various agencies involved in regional planning.

and

Ability to:

- Assume independent responsibility for major socio-economic planning projects;
- Perform difficult Federal-grant review work;
- Analyze situations accurately and adopt effective courses of action;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to councils of government, local officials, and other interested groups and individuals;
- Establish and maintain cooperative relationships with those contacted in the course of work.





and

Experience:

One year of professional planning experience beyond the trainee level, including six months experience in socio-economic planning.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

SENIOR CRIMINAL JUSTICE PLANNER

DEFINITION

Under general direction, to plan and supervise the work of a major segment of the criminal justice planning program; to perform the most responsible and complex work; to serve as a technical specialist in a particular phase of planning; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class exercise full and continuous supervision over one or more professional planners and/or perform complex technical planning duties requiring specialized training or experience.

EXAMPLES OF DUTIES

Plans, directs, and reviews the work of professional planners concerning a major segment of the criminal justice planning program; within assigned programs, develops planning goals, policies and priorities, supervises and participates in the preparation of the regional comprehensive criminal justice plan and related studies and reports, performs complex research work, developing specialized research and analytical methods and techniques; designs systems for monitoring and evaluating grant projects; supervises on-site monitoring, personally performing more complex evaluation work; directs and participates in the review of grant proposals; provides guidance and assistance to staff other than subordinate employees in evaluation and solution of planning problems; acts as a consultant to member jurisdictions in the development of proposals and implementation of approved projects; represents the Director in dealings with agencies, groups and individuals involved in or affected by the criminal justice planning program; trains subordinates; plans, assigns, directs, and reviews the work of assigned staff.

DESIRED QUALIFICATIONS

Knowledge of:

- Methods of development and management of projects within the assigned area of responsibility;
- Modern concepts, theories, principles and practices within the criminal justice system;
- Principles and practices of criminal justice planning;
- Economic and social applications of criminal justice planning;
- Research and statistical analysis techniques;
- Organization and functions of the various levels of government involved in criminal justice planning projects;
- Current criminal justice trends and legislation;
- Principles of supervision and training.

and



Ability to:

- Supervise the execution of major portions of the criminal justice planning program;
- Identify criminal justice problems and methods of solution;
- Gather and analyze a variety of facts and information and develop logical proposals and recommendations;
- Establish procedures for evaluating cost effectiveness of programs;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to advisory committees, local officials, and other interested groups and individuals;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience:

Either, One

One year of experience in a position equivalent to Associate Criminal Justice Planner.

Or, Two

Three years of professional experience in law enforcement, criminology, social or probation work or a closely related field, including the equivalent of one year of full-time experience in program development and evaluation.

and

Education:

Equivalent to graduation from college.





Sacramento Regional Area  
Planning Commission

SENIOR PHYSICAL PLANNER

DEFINITION

Under general direction, to plan and supervise the work of a major segment of the physical planning program; to perform the most responsible and complex work; to serve as a technical specialist in a particular phase of planning; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class exercise full and continuous supervision over one or more professional planners and/or perform complex technical planning duties requiring specialized training or experience.

EXAMPLES OF DUTIES

Plans, directs, and reviews the work of professional planners concerning a major segment of the physical planning program; within assigned programs; develops planning goals, policies, and priorities; supervises and participates in the conduct of complex studies relating to land use, transportation, population, environment and related areas of planning; supervises the long-range planning programs of special districts; performs complex research work, developing specialized research and analytical methods and techniques; directs and participates in the review of grant applications; provides guidance and assistance to staff other than subordinate employees in evaluation and solutions of planning problems; responds to difficult requests for information in a given subject area; represents the Director in dealings with agencies, groups, and individuals involved in or affected by the physical planning program; trains subordinates; plans, assigns, directs, and reviews the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods of development and management of projects within the assigned area of responsibility;
- Principles and practices of physical planning;
- Legal requirements relating to regional planning;
- Current trends in Federal, State, and local planning;
- Local geography and resources as they relate to regional planning;
- Organization and functions of the various agencies involved in regional planning;
- Principles of supervision and training.

and



Ability to:

- Supervise the execution of major physical planning projects;
- Perform difficult Federal-grant review work;
- Analyze situations accurately and adopt effective courses of action;
- Develop innovative techniques and creative solutions to planning problems;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to councils of government, local officials, and other interested groups and individuals;
- Establish and maintain cooperative relationships with those contacted in the course of work.

and

Experience:

One year of experience in a position equivalent to Associate Physical Planner.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

SENIOR SOCIO-ECONOMIC PLANNER

DEFINITION

Under general direction, to plan and supervise the work of a major segment of the socio-economic planning program; to perform the most responsible and complex work; to serve as a technical specialist in a particular phase of planning; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class exercise full and continuous supervision over one or more professional planners and/or perform complex technical planning duties requiring specialized training or experience.

EXAMPLES OF DUTIES

Plans, directs, and reviews the work of professional planners concerning a major segment of the socio-economic planning program; within assigned programs, develops planning goals, policies, and priorities; supervises and participates in the conduct of complex studies relating to housing, human resources, economics and related areas of planning; performs complex research work, developing specialized research and analytical methods and techniques; directs and participates in the review of grant applications; provides guidance and assistance to staff other than subordinate employees in evaluation and solutions of planning problems; responds to difficult requests for information in a given subject area; represents the Director in dealings with agencies, groups, and individuals involved in or affected by the socio-economic planning program; trains subordinates; plans, assigns, directs, and reviews the work of assigned staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods of development and management of projects within the assigned area of responsibility;
- Principles and practices of social, economic, and housing planning;
- Current trends in Federal, State and local legislation and programs;
- Organization and functions of the various agencies involved in social and housing action programs;
- Principles of supervision and training;
- Research and statistical analysis techniques;
- Means for effective community organization and participation.

and

Ability to:

- Supervise the execution of major planning projects;
- Perform difficult Federal grant review work;
- Analyze situations accurately and adopt effective courses of action;
- Develop innovative techniques and creative solutions to planning problems;





Ability to: (Continued)

Speak and write effectively;  
Direct the work of others;  
Effectively present proposals and ideas to councils of government  
local officials, and other interested groups and individuals;  
Establish and maintain cooperative relationships with those  
contacted in the course of work.

and

Experience: Either, One

One year of experience in a position equivalent to Associate  
Socio-Economic Planner.

Or, Two

Three years of professional experience in poverty programs,  
model cities, social work, housing, or a closely related  
field, including the equivalent of one year of full-time  
experience in program development and evaluation.

and

Education:

Equivalent to graduation from college.



Sacramento Regional Area  
Planning Commission

SENIOR RESEARCH PLANNER

DEFINITION

Under general direction, to plan, coordinate, and supervise the quantitative research and information systems segments of the Agency's Planning Programs; perform the most responsible and complex work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class exercise full and continuous supervision over one or more professional research planners and/or perform complex technical planning duties requiring specialized training or experience.

EXAMPLES OF DUTIES

Plans, directs, and reviews the work of professional research planners concerning establishment and maintenance of a planning data retrieval and storage system; provide general staff support and guidance to all divisions in the development of computer modeling techniques, quantitative analysis and statistical methodology; initiates research studies, develops and implements new research methods and techniques; designs and directs data processing systems; and supervises the collection, organization, analysis, and projection of statistical data regarding various aspects of the planning program; reviews reports and forecasts prepared by other planning agencies; maintains liaison with agencies which are sources for or users of data; represents the Commission before governmental agencies and interest groups and individuals.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods of development and management of projects within the assigned area of responsibility;
- Modern concepts, theories, principles, and practices of quantitative analysis;
- Electronic Data Processing equipment and Computer Programming;
- Systems analysis, information and managements systems;
- Social, economic and demograph aspects of planning;
- Principles supervision and training.

and

Ability to:

- Provide leadership in coordinating the systems and quantitative research activities of the Commission;
- Analyze situations accurately and adopt effective courses of action;
- Develop innovative techniques and creative solutions to information systems problems;
- Speak and write effectively;
- Direct the work of others;
- Effectively present proposals and ideas to governmental agencies, local officials, and other interested groups and individuals;



Ability to: (Continued)

Establish and maintain cooperative relationships with those contacted.

and

Experience:

Either, One

One year of experience in a position equivalent to Associate Research Planner.

Or, Two

Four years of professional experience in quantitative analysis, or information systems design and operation.

and

Education:

Equivalent to graduation from college with a degree in quantitative methods, systems analysis, economics or a related field.





## RESEARCH TECHNICIAN

### DEFINITION

Under supervision to perform a variety of field and office work in the compilation and presentation of planning data; and to do related work as required.

### EXAMPLES OF DUTIES

Collects, compiles, revises and maintains data from records of public agencies and from field surveys; codes and tabulates resource data for input into a data processing system; screens input data for completeness and accuracy, enters input data into computer via a remote terminal, keypunch data cards, verifies output and resolves discrepancies; compiles basic research into working draft reports/documents; assists in the preparation of data for use in grant applications; prepares data summaries for distribution; organizes and maintains the SRAPC library; reviews and allocates data into geographic zones; responds to information requests from the planning staff, governmental jurisdictions and the general public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Basic principles of planning;
- Statistics and methods of compiling and interpreting statistical information;
- Functions of local, State, and Federal governmental agencies;
- Basic data processing and Library techniques

and

#### Ability to:

- Locate, classify and interpret a variety of data pertaining to planning;
- Perform arithmetical and statistical calculations with speed and accuracy;
- Prepare clear and concise reports/documents;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Keypunch;
- Organize a library;
- Perform repetitive tasks

and

#### Experience:

- Any combination of education and experience equivalent to two years of work experience in statistical research and analysis, data compilation and dissemination, planning, or in a related field.



## DRAFTING TECHNICIAN I

### DEFINITION

Under supervision, to do basic drafting and graphic work, and to do related work as required.

### EXAMPLE OF DUTIES

Assists in developing drafting and presentation techniques for maps and plans; prepares basic sketches and presentation drawings; prepares and inks charts and maps; updates maps by depicting changes; gathers data for maps, depicts details on maps, transfers item locations from plans to maps, and interprets map scale; does tracing and lettering; performs calculations and statistical work; maintains maps and drawing files.

### DESIRABLE QUALIFICATION

#### Knowledge of:

Materials and equipment used in drafting and graphic work;  
Methods and techniques of drawing, tracing, charting, mapping  
and diagramming.

and

#### Ability to:

Do mechanical and freehand lettering;  
Perform basic mathematical calculations and statistical work;  
Produce neat and accurate graphics;  
Effectively follow oral and written instructions.

and

Experience: One year of experience in drafting or graphic art.  
Education in civil engineering, drafting, graphic arts, or  
a related field may be substituted for the required experience  
on a year-for-year basis.





## DRAFTING TECHNICIAN II

### DEFINITION

Under general supervision to do drafting and graphic work, and to do related work as required.

### EXAMPLE OF DUTIES

Develops a variety of drafting and presentation techniques for maps and plans; prepares sketches and presentation drawings; updates maps by depicting changes; gathers data for maps, depicts details on maps, transfers item locations from plans to maps, and interprets map scale; performs calculations and statistical work; prepares maps and drawings from legal descriptions, field notes and engineering computations; prepares paste-up and production work; assists in drafting tables, charts, graphs, maps, design layouts, and other visual illustrations; responds to requests by the public regarding reproduction matters; assists planning staff in planning projects.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Materials and equipment used in drafting and graphic work;
- Methods and techniques of drawing, tracing, charting, mapping and diagramming.
- Reproduction and printing procedures;
- Basic planning principles.

and

#### Ability to:

- Do mechanical and freehand lettering;
- Perform basic mathematical calculations and statistical work;
- Understand legal property descriptions and field notes;
- Produce neat and accurate graphics;
- Effectively follow oral and written instructions.

and

#### Experience:

##### Either I

Two years of experience in drafting or graphic art. Education in civil engineering, drafting, graphic arts, or a related field may be substituted for the required experience on a year-for-year basis.

##### Or II

One year of experience as a Drafting Technician I at Sacramento Regional Area Planning Commission.

# CONFIDENTIAL

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## INFORMATION SPECIALIST

### DEFINITION

Under direction, to perform a variety of tasks associated with administration of specialized library services; to maintain a library of materials related to planning and/or SRAPC activities; to assist SRAPC staff and others in research and data acquisition; and to do related work as required.

### EXAMPLES OF DUTIES

Plans, organizes and conducts programs and procedures relating to the acquisition, storage, retrieval, and circulation of library materials; maintains record keeping and reporting systems for monitoring and evaluating library processes; develops, recommends and implements improved methods for the provision of library services; responds to information requests from staff, member jurisdictions, and the general public, utilizing Federal, State, and Local publications and unpublished statistical data in the SRAPC information system; interprets the resources of the library to all users; plans, drafts, and administers standard procedures for control of agency publications; performs original classification and cataloging of all publications retained in the library; coordinates input to computer-printed library catalog; trains and supervises personnel engaged in library activities.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

Principles and practices of librarianship, including those of reference work and cataloging;

Sources of information on planning, Local, State, and Federal programs, organizations, and government documents.

#### Ability to:

Plan, organize, and operate a specialized library;  
Classify and catalog books and other library materials;  
Locate and interpret a variety of data to meet the needs of library users;  
Prepare oral and written reports;  
Establish and maintain effective working relationships with agency staff and with representatives of member jurisdictions, other governmental agencies, and cooperating libraries.

#### Education and Experience:

Educational achievement equivalent to graduation from a four year college or University with a major in Library Science. Progressively responsible and varied working experience in library work may be substituted for education on a year to year basis.



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